

United States Department of Agriculture
Animal and Plant Health Inspection Service

WS Directive

4.115 06/16/03

EQUAL OPPORTUNITY AND CIVIL RIGHTS

1. PURPOSE

To assure that the WS program provides equal opportunity for employment to all persons.

2. REPLACEMENT HIGHLIGHTS

This directive replaces ADC Directive 4.115 dated 3/26/93.

3. POLICY

WS policy prohibits discrimination because of race, color, religion, sex, age, or national origin.

WS promotes Equal Opportunity and Civil Rights (EO/CR) through a continuing, positive program. The EO/CR goal of WS is to achieve a fully integrated work force in all occupations, at all levels, and at all geographical locations. All supervisors and managers will take positive action to ensure that qualified personnel are given the opportunity to apply for and advance in WS jobs. Special efforts will be directed toward minority recruiting at all levels where few or no minorities or women are currently employed.

Supervisors and managers must recognize that EO/CR concerns are an inherent part of their duties. Each supervisor will provide new employees with orientation on equal employment opportunities, nondiscrimination on grounds of political affiliation or marital status, class discrimination, and discrimination complaint procedures, as presented in the APHIS New Employee Orientation Program Manual. Each new employee will be provided a personal copy of the APHIS New Employee Orientation Manual.

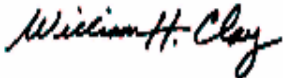
All Federal WS supervisory employees will have Civil Rights as a critical element on their performance standards as follows:

"Incumbent performs all duties in a manner which consistently demonstrates fairness, cooperation, and respect toward co-workers, office visitors, and others in the performance of all official business. Demonstrates an awareness of Equal Opportunity and Civil Rights policies and responsibilities of Agency and Department goals of valuing a diverse yet unified workforce; and demonstrates responsibility for prevention of EO/CR complaints and actively pursues resolution of such complaints."

All Federal non-supervisory employees are required to demonstrate a commitment to civil rights in their ongoing work performance and will have this responsibility incorporated into existing performance elements.

4. REFERENCES

APHIS Civil Rights Performance Guide (1/13/03).
Civil Rights Directive - MRP 4713.1 (11/1/96).

A handwritten signature in black ink, reading "William H. Clay". The signature is written in a cursive style with a large, stylized "W" and "C".

Deputy Administrator